

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and resources. This may involve research, consultation with experts, or reviewing existing data.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the sequence of actions to be taken.

4. The fourth step is to implement the plan. This involves carrying out the tasks and actions as outlined in the plan, while monitoring progress and making adjustments as needed.

5. The fifth step is to evaluate the results. This involves assessing the outcomes of the implementation against the original goals and objectives, and identifying any areas for improvement.

6. The sixth step is to communicate the findings and conclusions. This involves sharing the results of the process with relevant stakeholders and providing recommendations for future action.

7. The seventh step is to reflect on the process. This involves considering the effectiveness of the approach used and identifying lessons learned for future reference.

8. The eighth step is to document the process. This involves creating a record of the steps taken, the information gathered, and the results achieved, to ensure transparency and accountability.

9. The ninth step is to review the process. This involves periodically reviewing the process to ensure it remains relevant and effective, and making necessary updates or changes.

10. The tenth step is to conclude the process. This involves finalizing the report or document and ensuring all necessary approvals and sign-offs are in place.

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✓	Rejected
=	Allowed

—	(Through numeral) Cancelled
÷	Restricted

N	Non-Elected
I	Interference

A	Appeal
O	Objected

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